

<p align="center"><b>STATE OF VERMONT</b>  <b>Agency of Administration</b></p>		
<p align="center"><b>POLICY MANUAL</b>  <b>IRMAC</b>  <b>INFORMATION RESOURCE MANAGEMENT</b>  <b>ADVISORY COUNCIL</b></p>	<p align="center">ORIGINAL POLICY ADOPTED  BY IRMAC</p>	<p align="center">ORIGINAL POLICY NUMBER</p>
	<p align="center">DATE: 09/10/02</p>	<p align="center">EFFECTIVE DATE  09/10/02</p>

STATUTORY REFERENCE OR  
OTHER AUTHORITY:

**IRMAC Resolution**

APPROVAL DATE:

APPROVED BY:

POLICY TITLE:

**Third Party Network Connectivity**

POLICY STATEMENT:

Connections to the inside of the State network by or for third parties (i.e. non-state government entities) that directly connect to non-public Agency\Department resources fall under this policy, regardless of whether a telco circuit (such as frame relay or dedicated) or VPN technology is used for the connection.

All new extranet connectivity will go through a security review with the Office of the CIO and GOVnet. The reviews are to ensure that all access matches the business requirements in a best possible way, and that the principle of least access is followed. Third party connectivity must adhere to the Anti-Virus for Desktops & Servers policy.

All new connection requests between third parties and Agencies\Departments require that the third party and State representatives agree to and sign a *Third Party Agreement*. This agreement must be signed by the secretary/commissioner/designated authority of the Sponsoring Department as well as a representative from the third party who is legally empowered to sign on behalf of the third party. The signed document is to be kept on file with the relevant Department. Documents pertaining to connections into GOVnet are to be kept on file with the Office of the CIO.

**Supporting Provisions:**

**A. Business Case**

All production extranet connections must be accompanied by a valid business justification, in writing, that is approved by the IT manager and Commissioner\Department head in the Agency\Department. Connections must be approved by the Office of the CIO and GOVnet.

**B. Point Of Contact**

The Sponsoring Department must designate two persons to be the Points of Contact (POC) for the extranet connection, one state employee and one representative from the third party. Each POC acts on behalf of the Sponsoring Department, and is responsible for those portions of this policy and the *Third Party Agreement* that pertain to the extranet connection. In the event that either POC changes, the partner extranet Organization must be informed within fourteen (14) calendar days. The Sponsoring Department is also responsible for notifying the GOVnet management group.

**C. Establishing Connectivity**

Sponsoring Departments within the State of Vermont that wish to establish connectivity to a third party are to file a new site request with the GOVnet group. The GOVnet group will engage the Office of the CIO to address security issues inherent in the project. If the proposed connection is to terminate within a local segment at the Department, the Sponsoring Department must engage the personnel responsible for security within the department network. The

Sponsoring Department must provide full and complete information as to the nature of the proposed access to the GOVnet group and the Office of the CIO, as requested.

All connectivity established must be based on the least-access principle, in accordance with the approved business requirements and the security review. In no case will Agency\Department solely rely upon the third party to protect the State of Vermont's network or resources.

#### **D. Modifying or Changing Connectivity and Access**

The Sponsoring Department is responsible for notifying the GOVnet management group and/or the Office of the CIO when there is a material change in their originally provided information so that security and connectivity evolve accordingly. Such changes in access must be accompanied by a valid business justification, and are subject to security review.

#### **E. Audits**

Sponsoring departments will conduct annual audits of all third party connections, and provide the results of those audits to the GOVnet security team. Additionally, the GOVnet security team may monitor the status of third party connections and review the network activity with the Sponsoring Department.

#### **F. Terminating Access**

When a third party no longer requires access, the Sponsoring Department within State government must notify the GOVnet team and/or the Office of the CIO. GOVnet or the Sponsoring Department will then terminate the access. Unapproved connections and/or connections that are no longer being used to conduct State business will be terminated. A GOVnet team member will notify the POC's or the Sponsoring Department prior to taking action unless a security incident involves a risk to other Agencies\Departments. In that event, the connection will be terminated immediately until appropriate safeguards have been restored.

PURPOSE/COMMENT: This document describes the policy under which third party organizations connect to GOVnet networks for the purpose of transacting business related to State Government services.

# FINAL